

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – ATASCADERO (DSH-A)  
PHARMACY**

<b>JOB CLASSIFICATION:</b> PHARMACY TECHNICIAN
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under the direct supervision of a pharmacist in a State developmental center or hospital, performs packaging, manipulative, repetitive, or other non-discretionary tasks related to the processing of a prescription in a licensed pharmacy, excluding all functions restricted to a registered pharmacist.

**45%**

**DRUG DISTRIBUTION**

- Follow pharmacy and nursing policy/procedures and Administrative Directives regarding medication processes at DSH -A.
- Fill unit medication orders (bulk, special handling, controlled) requiring lifting 2-20 pounds.
- Fill Unit Dose patient containers.
- Fill Automated Dispensing Devices throughout the hospital.
- Maintain repackaging machine.
- Restock repackaging machine.
- Pre-pack medication tablets/capsules for the unit dose &/or Automated Dispensing Devices.
- Fax validated physician medication orders to the appropriate units.
- Filing documentation.
- Restock unit emergency kits.
- Interface with units regarding unit dose processes and Automated Dispensing Devices.
- Assist pharmacists by filling prescriptions for discharge patients.
- Projects as required.

**45 %**

**AUTOMATION**

- Accurately read and interpret physician's orders.
- Work directly with pharmacists to ensure accuracy of data collection, interpretation, and input of physician orders.
- Interface with unit regarding physician orders scheduling, distribution of automated orders and Medication Administration Records.

- Interface with unit staff for retrieval of copies of physicians orders.
- Process patient medication transfer orders.
- Print monthly medication administration orders for the units.
- Knowledge of medical terms and abbreviations, knowledge of medications (upper limits, interactions, etc.)
- Projects as required.

10 %

**PROCUREMENT AND STORAGE**

- Purchase from prime vendor and individual vendors.
- Solve purchasing problems.
- Stock shelves, rotate stock, check for outdates
- Lift boxes weighing up to 30 pounds containing medication or papers
- Participate in medication room inspections
- Update shelves with prime vendor stickers

**2. SUPERVISION RECEIVED**

Functional supervision from Pharmacist I staff. Administrative supervision from Pharmacist II and /or Pharmacy Services Manager

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Basic clerical, record keeping, and pharmacy office practices; basic pharmaceutical terminology; weights and measures; sterile techniques.

**ABILITY TO:** Follow meticulous written and oral instructions; read and write English; perform mathematical computations with accuracy; learn and distinguish subtle differences in pharmaceutical terminology; type accurately.

**5. REQUIRED COMPETENCIES**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal

safety and vigilance in the identification of safe or security hazards.

**CPR**

N/A

**AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served.  
Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric      ☐ Adolescent      ☒ Adult      ☒ Geriatric

**THERAPEUTIC AND STRATEGIC INTERVENTIONS (TSI)**

Applies and demonstrates knowledge of correct methods in the prevention/management of aggressive behavior.

**RESTRAINT/SECLUSION**

Demonstrates knowledge of how to access restraints and make them available to staff performing patient stabilization.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace that enables the employee to work effectively.

**RELATIONSHIP SECURITY ISSUES**

All interactions with patients and staff will be conducted in a professional manner. Every employee must always maintain therapeutic boundaries with patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**CONFIDENTIALITY OF STATE CONTRACTS**

Maintains and safeguards the nondisclosure agreements for the procurement of pharmaceuticals.

**SITE SPECIFIC COMPETENCIES**

Knowledge of psychotropic medications (upper limits, drug interactions).  
Knowledge of policy/procedures related to medication use within the hospital.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Knowledge/proficiency in unit dose and Automated Dispensing Device distribution.

Knowledge/proficiency in the physician ordering pharmacy software system.

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy.

Note: Registration requirements shall not apply during the first year of employment for a person employed or utilized as a Pharmacy Technician to assist in the filling of prescriptions for a person receiving treatment in a facility operated by the State Departments of Mental Health or Developmental Services.

**7. TRAINING - Training Category = 08**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS (FLSA)**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date